

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 17 July 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 10 - 16 July 1956

1. Numbers in Clerical Induction Training. During the week of 10 July there were 199 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 19 people for the week of 9 July.

3. Results from Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the Entrance-on-Duty employees for the week of 9 July are:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	43	13
Typing	70	26

25X1
25X1
25X1
25X1
4. Miss [] Joins Clerical Training Staff. On 16 July 1956 Miss [] joined the staff of Clerical Training to assume the duties of instructor in Clerical Induction Training.

25X1
25X1
5. Mr. [] Joins Clerical Training Staff. Mr. Fred [] joined the Clerical Training Staff as a summer employee on 29 June 1956. He will assist both Clerical and Management Training during his employment.

25X1
25X1
6. Mrs. [] plans Typewriting Training Course for Office of Communications. At the request of the Office of Communications, Mrs. [] is working with the training staff within that office to set up a special typewriting training course. She is assisting with the designing of lesson plans, the acquisition of training aids, and the over-all training program. This training is to be given away from headquarters.

25X1

OTR/CT:MAH:jdm (17 July 1956)

25 YEAR RE-REVIEW

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